

Crofton Music Trust Safeguarding Policy

Policy Statement - Crofton Music Trust is committed to ensuring the safety and well-being of all children, young people, and vulnerable adults who participate in our activities. We believe that everyone has the right to participate in music-making in a safe, positive, and inclusive environment. We recognise our duty of care and our responsibilities under the Children Act 1989, the Children Act 2004, the Care Act 2014, and the Charity Commission's safeguarding guidance.

This policy outlines our approach to safeguarding and provides guidance to staff, volunteers, trustees, parents, and participants.

Scope - This policy applies to everyone involved in the activities of Crofton Music Trust. This includes, but is not limited to, staff, volunteers, musical directors, trustees, parents, carers, and all participants. It is essential that all individuals understand and adhere to the safeguarding procedures outlined in this policy.

How to raise a safeguarding concern

If you are worried about the safety or wellbeing of a child, young person or vulnerable adult involved in Crofton Music Trust, please report your concern as soon as possible.

You can do this by contacting us at:

info@croftonmusictrust.com

All concerns will be taken seriously and passed directly to our safeguarding team.

You can also speak to a member of staff or volunteer, who will ensure the concern is reported to the Designated Safeguarding Lead.

If a child or individual is in immediate danger, please contact emergency services.

Designated Safeguarding Lead (DSL) - Our DSL is **Amy Turner**, who is responsible for overseeing all safeguarding matters, responding to concerns, and ensuring compliance with relevant legislation and policies. A deputy safeguarding lead will also be appointed to act in the DSL's absence.

Definitions of Abuse We recognise the following categories of abuse:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Bullying and Harassment
- Exploitation (including online)

Signs of Abuse - All volunteers and staff are expected to be aware of the signs and indicators of abuse. Training and reference materials will be provided to support this.

Responding to Concerns or Disclosures - All concerns, disclosures, or allegations must be taken seriously and reported immediately to the DSL. Volunteers and staff should:

- Stay calm and listen carefully
- Reassure the individual they are being taken seriously
- Avoid asking leading questions
- Record what has been said as soon as possible
- Report the concern to the DSL without delay

Reporting Procedure

- Any safeguarding concern must be reported to the DSL.
- The DSL will assess the situation and decide on appropriate action, which may include contacting the local safeguarding authority or police.
- The DSL will ensure a written record is kept securely.
- If the concern involves a member of staff or volunteer, the appropriate procedures will be followed, and the trustee board will be informed.

Record Keeping - All safeguarding records will be stored securely, with access limited to the DSL and deputy. Records will be factual, dated, and signed.

Safer Recruitment - Crofton Music Trust is committed to safer recruitment practices. All those in regulated activity will be required to:

- Undergo an enhanced DBS check
- Provide references

- Complete safeguarding training
- Sign a code of conduct

Training - All volunteers and staff working with children or vulnerable adults must complete safeguarding training, which will be refreshed every two years. The DSL will maintain a record of completed training.

Use of Images and social media - Consent must be obtained from parents/carers before taking and using photographs or videos of children. Clear guidelines will be provided to staff and volunteers on appropriate use of social media.

Policy Review - This policy will be reviewed annually by the safeguarding team and trustee board or sooner if there are changes in legislation or best practice.

Adopted by: Crofton Music Trust **Date:** 14/7/25

Review Date: 1/7/26

Contact Details Designated Safeguarding Lead: Amy Turner

Deputy Safeguarding Lead: Dan Jackson

Local Authority Safeguarding Team: Wakefield

NSPCC Helpline: 0808 800 5000